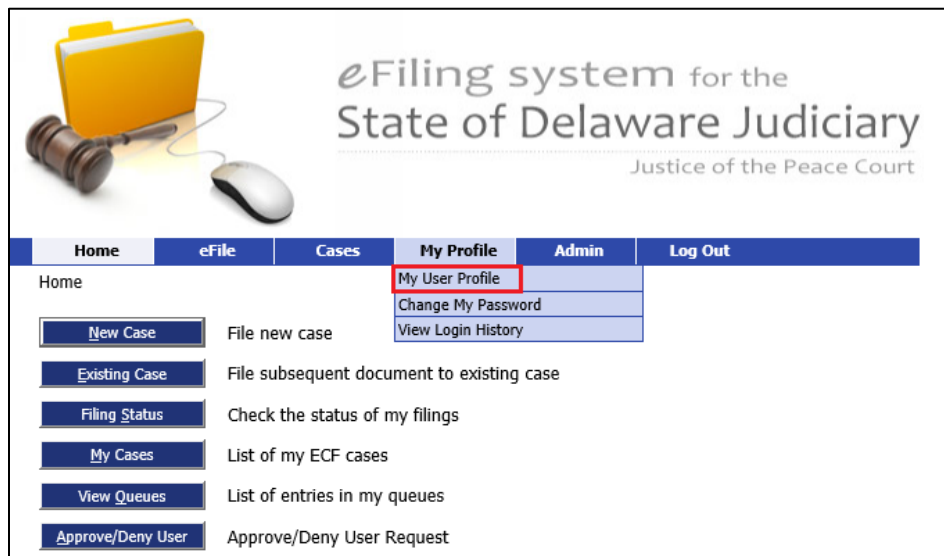


Module 27 – Add Court Debit Account to Your Profile

If you have established a Court Debit Account, (see Module 5, ‘Establishing a Court Debit Account’ for more information) you can add it to your eFlex profile so that you can use it during e-filing. To do this, hover your mouse over the ‘My Profile’ tab.

Select ‘My User Profile’ from the drop down list.



This brings you to the ‘User Profile’ Screen. It displays the information you entered when you requested a logon ID. Scroll to the bottom of the screen to the Debit Account section and click ‘Add’.



Module 27 – Add Court Debit Account to Your Profile

Enter your assigned Court Debit Account Number and a description. Note: **DO NOT** use this space to enter bank Credit or Debit Card numbers. If you are paying for your filings with a bank Credit Card, that information must be entered each time you file (for security reasons) by using the 'Change Payment Method' button at the top of the Review Screen.

Click 'Submit' to save your changes or 'Cancel' to exit without saving.

The screenshot shows the 'Add Debit Account' form. At the top, there is a header for the 'State of Delaware Judiciary' and 'eFiling system'. Below the header is a navigation bar with links: Home, eFile, Cases, My Profile, and Log Out. The user is identified as 'user: MIKE REED'. The main heading is 'Add Debit Account'. A note states: 'Note: A debit account is an account you establish with the court. It is not a credit/debit card account.' Below the note is a table with two columns: 'Debit Number' and 'Description'. The first row contains the value '3409338' in the 'Debit Number' column and 'JONES RENTAL' in the 'Description' column. To the right of the 'Description' cell is a small 'X' icon. Below the table are two buttons: 'Cancel' and 'Submit'.

Debit Number	Description
3409338	JONES RENTAL X

Cancel Submit

If you need to modify or delete an account, click the 'Modify' and make the necessary changes or click 'Delete' to remove the account.

The screenshot shows the 'Debit Accounts' list. It has a table with two columns: 'Debit Number' and 'Description'. The first row is '5101 GREEN MOUNTAIN HOA'. The second row is '510407407 ATLANTIC REALTY MGMT INC'. The third row is '54321 CAPITOL CREDIT SERVICE'. The fourth row is '3409338 JONES RENTAL'. To the right of each row are 'Modify' and 'Delete' buttons. A red box highlights the 'Modify' and 'Delete' buttons for the first row. A tooltip 'Modify Debit Account' is visible over the 'Modify' button for the third row. Below the table is an 'Add' button.

Debit Number	Description	Modify	Delete
5101	GREEN MOUNTAIN HOA	Modify	Delete
510407407	ATLANTIC REALTY MGMT INC	Modify	Delete
54321	CAPITOL CREDIT SERVICE	Modify	Delete
3409338	JONES RENTAL	Modify	Delete

Add